



COMDTINST 5100.56

6 OCT 1993

COMMANDANT INSTRUCTION 5100.56

Subj: DISTRICT SAFETY AND ENVIRONMENTAL HEALTH PROGRAM

Ref: (a) COMDTINST M5100.47(series), Safety and Environmental
Health Manual
(b) COMDTINST M16000.6(series), Marine Safety Manual, Vol. I

1. **PURPOSE.** This instruction publishes support program requirements for the Safety and Environmental Health Program (SEH), requires the development and implementation of SEH support program plans by district commanders, publishes SEH support program responsibilities for maintenance and logistic commands, and publishes additional responsibilities and functions for Safety and Environmental Health Officers and Safety and Environmental Health Technicians assigned to district offices. Intended users are all Coast Guard units.
2. **ACTION.** Area and district commanders; commanders, maintenance and logistics commands; commanding officers of Headquarters units; Commander, Coast Guard Activities Europe; and chiefs of offices and special staff divisions at Headquarters shall ensure compliance with the provisions of this instruction.
3. **DIRECTIVES AFFECTED.** Safety and Occupational Health Support for Marine Safety and Other Coast Guard Activities/Programs, COMDTINST 6260.24, is canceled.
4. **DISCUSSION.** Commanders (k), Maintenance and Logistics Commands are responsible for providing primary support to district and MLC units in the administration and implementation of SEH programs directed by reference (a).

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The extent of this support is listed in reference (a) and expanded upon by this instruction. To maximize the efficient use of funds and personnel resources dedicated to SEH activities, it is necessary that extensive planning be instituted for the conduct and implementation of all SEH activities. Specific priorities must be established based on trend analyses of mishap causative factors.

a. Personnel Exposure. Marine safety personnel encounter numerous occupational hazards in commercial shipyards, aboard merchant vessels, and at other work sites that are neither owned nor operated by the Coast Guard. In most circumstances, protection of the Coast Guard marine inspector from the hazards in these workplaces is dependent upon the training and personal protective equipment provided to the member, as well as implementation of safe work practices. In the last few years, the unique nature of the hazards and hazardous exposures encountered by marine safety personnel has been recognized. The specific need to identify and quantify these exposures has also been recognized. Consequently, Commandant has allocated additional staffing and funding for maintenance and logistic commands, district offices and field units to strengthen Coast Guard SEH program efforts, and specifically address marine safety operations on a priority basis.

b. Support Program Elements.

(1) Primary SEH support for field commands is provided by the respective maintenance and logistics command. Paragraph 5 below lists additional support responsibilities.

(2) Reference (a) contains a listing of Coast Guard SEH program elements and activities required by Commandant to protect all Coast Guard personnel. Reference (b) contains additional SEH requirements specific to marine safety operations. Each district is staffed with a Safety and Environmental Health Officer and selected districts have also been assigned a Safety and Environmental Health Technician. Functional activities of these personnel in supporting marine safety operations and district SEH program activities are specified in enclosures (1) and (2), respectively.

5. REQUIREMENTS. In coordination with the appropriate MLC(k), each district commander shall develop a detailed support program implementation plan with specific time frames to ensure that the requirements of reference (a) are established at all district units.

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(cont'd) The implementation plan shall be developed using the criteria of references (a) and (b) and the performance responsibilities listed by enclosures (1) and (2). The plan shall clearly detail the priority implementation of special emphasis efforts for marine safety operations.

6. RESPONSIBILITIES.

a. Commandant (G-KSE), as the SEH program manager, shall:

- (1) Ensure that sufficient policy, guidance, and resources are provided to implement the provisions of references (a) and (b) as amended by this instruction.
- (2) Develop and manage SEH data systems to collect and analyze personal exposure data for the purpose of discerning trends and developing priority remedial program activities.
- (3) Provide the necessary training to assure that SEH personnel are qualified to perform the functions required by references (a) and (b) and the supplemental requirements of this instruction.
- (4) Incorporate the requirements and responsibilities of this instruction into the next change of reference (a).

b. District commanders shall ensure that SEH activities are implemented at all district units in accordance with the requirements of reference (a) and this instruction and shall:

- (1) Ensure that as a first priority the special emphasis requirements for marine safety operations as contained in reference (b) are conducted.
- (2) Develop and implement an annual comprehensive district SEH support program plan in coordination and with assistance from the appropriate MLC(k).
- (3) Ensure that a copy of the annual SEH budgetary request containing detailed information for equipment procurement, travel, training, and administrative support is submitted to the appropriate MLC(k) no later than 1 July of each year.
- (4) In coordination with and supported by the appropriate MLC(k), identify and enroll/disenroll occupationally-exposed personnel into the Occupational Medical Monitoring Program (OMMP).

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c. Commanders of maintenance and logistics commands shall:

- (1) Provide technical and administrative support to ensure implementation of a comprehensive and effective SEH program within each district as required by reference (a) and this instruction.
- (2) Provide assistance and technical guidance to area and district commanders, and commanding officers of support centers and headquarters units in the development of comprehensive district SEH implementation plans clearly defining activities on a priority basis. Establish areas of responsibility for effective utilization of all dedicated SEH field personnel.
- (3) Conduct periodic reviews of district SEH programs for compliance with reference (a), (b), and this instruction. Forward reports of reviews to Commandant (G-K) via the appropriate area commander.
- (4) Enroll/disenroll personnel in the OMMP.
- (5) Commander (k), Maintenance and Logistics Command Atlantic shall enter all Hazardous Condition Notifications (HCNs) into the Safety and Health Hazard Abatement Data System (SHHADS).
- (6) Represent the area commander at district safety and health committee meetings.

d. Unit commanding officers shall ensure that an effective unit SEH program is in place and functioning.



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Chief, Office of Health and Safety
Acting

Encl: (1) Responsibilities of the Safety and Environmental Health Officer
(2) Responsibilities of the Safety and Environmental Health Technician

RESPONSIBILITIES OF THE SEH OFFICER

PURPOSE. The following outlines the Safety and Environmental Health (SEH) Management Support Program directed by Federal law (29 CFR Part 1960) and required by Department (DOT Order 3902.7A) and Commandant policy. Major requirements are summarized under each program element. Coast Guard reference sources containing appropriate policy and activities are identified. The SEH officer shall provide support to commanding officers in implementing these elements.

PROGRAM ELEMENT/ACTIVITY AND PRIORITY:a. Risk Identification and Assessment.

References: Safety and Environmental Health Manual, COMDTINST M5100.47 (series); Marine Safety Manual, COMDTINST M16000.6(series); Implementation of the Benzene Occupational Exposure Standard, COMDTINST 6260.25; District Response Groups/District Response Advisory Teams, COMDTINST 16465.41.

| <u>Requirement</u> | <u>Priority</u> |
|---|-----------------|
| Conduct periodic workplace visits to identify high hazard activities | 1 |
| Conduct emergency response risk assessments as necessary and provide on-site support to the Federal On Scene Coordinator (FOSC) as requested | 1 |
| Maintain and enforce on-site safety and health standards during all phases of a major spill response | 1 |
| Assist Coastal Area Committee and the FOSC in development of safety information for contingency plans, and site safety plans for pollution incidents | 1 |
| Evaluate risk associated with various hazardous workplaces and operations | 1 |
| Identify personnel at risk..... | 1 |
| Inform workers of exposure levels measured..... | 1 |
| Identify all hazardous materials to meet inventory requirements | 3 |
| Develop hazardous materials labeling data..... | 3 |

b. Risk Management to Protect Personnel.

References: Safety and Environmental Health Manual, COMDTINST M5100.47(series); Marine Safety Manual, COMDTINST M16000.6(series); Implementation of the Benzene Occupational Exposure Standard, COMDTINST 6260.25.

Identify and enroll/disenroll occupationally exposed personnel into the OMMP1

Complete Hazardous Condition Notification Form (CG-5802) for each identified serious hazard and forward to the appropriate MLC(k) for entry into the Safety and Health Hazard Abatement Data System (SHHADS)1

Identify hazard abatement options.....1

Assist commands to implement appropriate control strategy by:

1. Writing safe work procedures and protective requirements1
2. Establishing design criteria for engineering controls needed (i.e., ventilation, noise controls, etc.)1
3. Developing administrative control strategies.....1
4. Establishing criteria for protective equipment needed and assist command in implementation1
5. Implementing hazard abatement tracking and reporting requirements (abatement plans, etc.) ...1

c. Training/Education.

References: Safety and Environmental Health Manual, COMDTINST M5100.47(series); Marine Safety Manual, COMDTINST M16000.6; Hazard Communication for Workplace Materials, COMDTINST 6260.21A; Technical Guide: Practices for Respiratory Protection, COMDTINST M6260.2B; District Response Groups/District Response Advisory Teams, COMDTINST 16465.41.

Identify hazardous workplaces and people at risk as described in Risk Identification and Assessment above1

Identify type and degree of hazard (e.g., chemical type, noise radiation, heat stress, etc.)1

Provide required SOH training to:

1. Top management at districts and units1
2. Supervisors and OICs1
3. Unit safety and occupational health coordinators.....1

In coordination with the DRAT, provide required HAZWOPER training, including refresher training, for district units1

Develop specific training plan and materials to meet hazard communication requirements2

Provide required hazard communication training for commands2

Fit test respirators for each user.....2

Provide required respirator training for each user.....2

Provide required hearing conservation training for noise-exposed personnel2

Provide safety training to radiation-exposed workers2

Provide hazard awareness training to asbestos workers...2

d. Mishap Exposure Investigation/Reporting.

Reference: Safety and Environmental Health Manual, COMDTINST M5100.47(series)

Investigate/evaluate cases of occupational illness.....1

Investigate all overexposure incidents.....2

Implement overexposure reporting requirements.....2

Investigate employee complaints.....2

In coordination with the appropriate MLC(k), investigate/evaluate compensation claims for occupational disease3

e. Program Administration.

Develop Risk Assessment Implementation Plan.....1

Assist District Commanders by managing/coordinating district SOH program activities1

| | |
|--|---|
| Develop annual budget requirements and forward to the appropriate MLC(k) with separate copy to COMDT (G-KSE) | 1 |
| Assist units in meeting standards..... | 2 |
| Identify and establish laboratory support and instrumentation capability | 3 |

f. Information Recordkeeping Documentation and Dissemination.

Reference: Safety and Environmental Health Manual,
COMDTINST M5100.47(series)

| | |
|--|---|
| Develop and manage required risk assessment data..... | 1 |
| Develop and manage required sound level survey data..... | 1 |
| Coordinate mishap reporting requirements..... | 2 |
| Develop and disseminate technical data necessary for units to meet requirements | 2 |
| Manage/maintain district hazardous materials data..... | 3 |

g. Systems Safety and Health for Planning.

References: Safety and Environmental Health Manual,
COMDTINST M5100.47(series); Planning and Programming Manual
(Coast Guard), COMDTINST M16010.1(series).

| | |
|--|---|
| Develop and coordinate SOH input for new or modified operational procedures | 1 |
| Develop required SOH hazard analyses for district projects | 2 |

h. SOH Committee.

References: Safety and Environmental Health Manual,
COMDTINST M5100.47(series)

| | |
|---|---|
| Assist the District Commander in coordinating activities of the district SOH committee | 1 |
| Coordinate hazardous materials control program..... | 3 |

RESPONSIBILITIES OF THE SEH TECHNICIAN

PURPOSE. The following outlines the Safety and Environmental Health (EH) Activity Program Requirements required by Commandant policy. Major requirements are summarized under each program element. Coast Guard reference sources containing appropriate policy and activities are identified. The Safety and Environmental Health Technician shall provide support to the SEH Officer and unit Commanding Officers in implementing these elements.

PROGRAM ELEMENT/ACTIVITY AND PRIORITY:

a. Risk Identification and Assessment in Support of the District SEH Officer.

References: Safety and Environmental Health Manual, COMDTINST M5100.47(series); Implementation of the Benzene Occupational Standard, COMDTINST 6260.25.

| <u>Requirement</u> | <u>Priority</u> |
|---|-----------------|
| Conduct periodic workplace visits to identify high hazard activities..... | 1 |
| Conduct emergency response risk assessments as necessary and provide on-site support to the Federal On Scene Coordinator (FOSC) as requested | 1 |
| Evaluate risk associated with various hazardous workplaces and operations | 1 |
| Identify personnel at risk..... | 1 |
| Inform workers of exposure levels measured..... | 1 |
| Forward a copy of all risk assessment survey reports COMDT (G-KSE) and the appropriate MLC(k) | 1 |
| Identify all hazardous materials to meet inventory requirements | 3 |
| Develop hazardous materials labeling data..... | 3 |

b. Environmental Health Programs.

References: Safety and Environmental Health Manual, COMDTINST M5100.47(series); Medical Manual, COMDTINST M6000.1B(series); Public Pool Care Guide, COMDTINST M6200.7(series); Food Service Sanitation Manual, COMDTINST M6240.4(series); Civil Engineering Manual, COMDTINST M11000.11(series); Water Supply and Wastewater Disposal Manual, COMDTINST M11300.2(series); Manual of Naval Preventive Medicine, NAVMED P-5010.

Provide program support in the Occupational
Medical Monitoring Program (OMMP)1

Provide assistance and support in the following
Environmental Health Programs:

Foodservice.....1
Potable Water.....1
Wastewater1
Pest Management.....1
Habitability1
Infectious Waste.....1
Swimming Pools.....1
Foodborne Illness Investigation.....1
Environmental Stress.....1

c. Training/Education.

References: Safety and Environmental Health Manual,
COMDTINST M5100.47(series); Hazard Communication for
Workplace Materials, COMDTINST 6260.21A; Technical Guide:
Pretices for Respiratory Protection, COMDTINST M6260.2
(series).

Identify hazardous workplaces and people at risk
from a. above.....1
Identify type and degree of hazard from a. above.....1
Develop specific training plan and materials to
meet hazard communication requirements2
Provide required hazard communication training for
commands2
Fit test respirators for each user.....2
Provide required respirator training for each user.....2
Provide required hearing conservation training for
noise-exposed personnel2
Provide safety training to radiation exposed workers....2
Provide hazard awareness training to asbestos workers...2

Provide required SEH training to:

1. Unit safety and occupational health coordinators1
2. Employees.....2

d. Program Administration.

- Conduct SEH Program visits at units.....1
- Assist units in meeting standards.....2

e. Information Recordkeeping Documentation and Dissemination.

References: Safety and Environmental Health Manual
COMDTINST M5100.47(series)

- Develop and manage required risk assessment data.....1
- Develop and manage required sound level survey data..1
- Coordinate mishap reporting requirements.....2
- Develop and disseminate technical data necessary
for units to meet requirements2
- Manage/maintain district hazardous materials data....3

